

**PURDUE UNIVERSITY**  
**CLERICAL/SERVICE STAFF ADVISORY COMMITTEE**  
**MINUTES OF MEETING HELD March 11, 2008**

**APPROVED**

**MEMBERS PRESENT**

Elaine Bahler  
Cathy Barker  
Emily Branson  
Gary Carter  
Phillip Cederquist  
Cynthia Dalton

Alan Farrester  
Maggie Grogan  
Marsha Griner  
Brenda Gunion  
Cecilia Kajer  
Randy Luff

Matthew Marks  
Louise Misegades  
Ila Muller  
Jaylene Nichols  
Doris Wilkinson

**MEMBERS ABSENT**

Dennis Hamilton  
Jamie Hendershot  
Amanda Schmidt  
Ron Seward  
Danielle Sheese  
Ann Templeman

**RESOURCE MEMBERS PRESENT**

John Beelke, Director, Human Resource Services  
Carrie Hanson, Human Resource Services  
Lisa McCloud, Human Resource Services  
Greg McClure, University Periodicals

**I. ANNOUNCEMENTS & APPROVAL OF MINUTES OF THE February 12, 2008 MEETING**

Gary Carter called the meeting to order. Gary announced that nominations for Vice Chair are now being considered. At the next meeting in April, nominations will be announced with the vote for the new Vice Chair in May. CSSAC shares a seat with APSAC annually on the University Senate. CSSAC will take up this seat in May; interested members should contact Gary. Carrie Hanson announced that Dr. Córdoba will be present for ½ hour at the July meeting. Decisions need to be made as to how to best spend this time. The Grants sub-committee now has a frequently asked questions page on the website. Corrections to the agenda would include: the regional visit in June will be to North Central not Calumet. The minutes involving Child care advisory needed updating. With these changes, the agenda was approved. After a couple of typographical error changes, the minutes were approved.

**II. COMMITTEE REPORTS**

Calumet – Ila Muller reported that Shannon Hamel has been welcomed as a new member. Another member is being sought before August 2008. Four other members will be leaving in August due to their term expiring. The fundraising and activities earned \$106.85 selling Paczki's. Daffodil Days for the American Cancer Society will begin in March. Orders will be welcomed until March 6<sup>th</sup> with delivery on March 19<sup>th</sup>. Mary Beth Rincon, Assistant Vice Chancellor for Human Resources reported that there have been some problems with prescription refills. An investigation is ongoing. A payroll manager will be hired soon. A new line of vegetarian meals will be available in Chartwells Café'. The lunchroom for grounds and service staff is still being improved and completed soon. Summer cookouts and scholarship funds will be discussed.

Fort Wayne – Louise Misegades reported that ideas on how to get more people involved in CSSAC are being discussed. One idea being considered is "Lunches on the Plaza". This would consist of a CSSAC member along with 4 – 8 people having lunch together once or twice a month. CSSAC hosted a new employee reception for all service, clerical and administrative people. March 27<sup>th</sup> is the date for the annual recognition luncheon to honor those who have made the milestone employment of 5, 10, 15, 20, 25, 30, and 35 years. Also a clerical and a service employee will receive the Pride Plus Award. Another book sale is being planned for early this summer.

North Central – Cecilia Kajer reported that the bake sale was a success. The spring carry in will be March 12<sup>th</sup> and the spring fling will be April 30<sup>th</sup>.

## **SUBCOMMITTEES**

Bridge – Maggie Grogan reported that she has eleven questions with answers for the frequently asked questions page for the website.

Communications – Maggie Grogan reported that there was no February meeting. On March 4<sup>th</sup>, four members presented the CSSAC communication presentation to the Physical Facilities CSSAC. Twenty up the ladder letters went out for the month of December. Richard Morgan has been contacted about the display case in Stewart Center and the first display will be the week of April 21. The second display will be in May to coincide with the membership drive.

PEAP – Jaylene Nichols reported that Brenda Gunion and Alan Farrester have joined this committee. The summer activity is being planned for June 14<sup>th</sup> from 10:00 a.m. to 4:00 p.m. in the Armory. Box lunches will be available with miscellaneous games. Tours are being researched.

Membership – Gary Carter reported that the topic of discussion will be the replacement of out-going members. All sub-committee chairs need to let Gary know the schedule of meetings so he can attend.

## **UNIVERSITY COMMITTEES**

Child Care Advisory Committee – Elaine Bahler reported that registration is going on now.

Faculty Compensation & Benefits – Gary Carter reported that Brent Bowditch discussed the difference between self-funded insurance plans vs fully-funded plans. United Health Care is a fully-funded plan which means they take on all risk, make decisions, and go by a particular plan document. If Purdue was self – funded then Purdue would have final input and United Health Care would administer the plan. Brent indicated that they are looking at the issue of a self-funded plan. The Quality of Life Committee met with David Miller, Brent Bowditch, Cliff Swensen and Daniel Leaird and many issues were discussed with the main focus on dental insurance. Human resource Services has been asked to implement the parental leave policy by July 1<sup>st</sup>. FCBC will review a draft of the policy by March 18<sup>th</sup>.

Health Plan Advisory – Cynthia Dalton reported that the medical tier is being looked at. The concern is with those who receive a raise that takes them over the tier level, and their premium increase is equal to or more than their increase. It was discussed how to get more participation in Healthy Purdue. A dental resolution letter was edited and will be forwarded on to Jim Almond with financial quotes from \$3.8-\$5 million for one year of coverage. A consumer-driven health plan was discussed. More research needs to be done.

Parking and Traffic – Alan Farrester reported that the subcommittee is developing a pro-rated parking proposal.

Recycling – Brenda Gunion reported that more buildings want to recycle more. More bins are needed.

Spring Fling – Emily Branson reported that there will be a slight change to the menu this year. Instead of the barbecue sandwiches the menu will include a turkey hoagie, chips, pretzels, carrots, trail mix, apples, and ice cream. A vegetarian sandwich will also be available. This year softball will be replaced with yard games (corn hole, hillbilly golf, washers, and horseshoes). A sign up sheet will be passed around the room for handing out cups this year.

## **ONEPURDUE ADVISORY COMMITTEE**

OPUS EPSA Committee – DJ Wilkinson reported that there is continued discussion and training updates to the Banner navigation course and the Cognos training which are in progress.

Strategic Plan report – Gary Carter reported that the white papers are completed. There is a PowerPoint presentation on the website. All CSSAC members did an excellent job representing the clerical and service staff.

## **III. UNIVERSITY OFFICER REPORT**

Jim Almond reported there are three candidates for the Provost position. Open forums will be held March 17 through March 19. Each candidate will speak for 15 minutes then audience members can ask questions. The three candidates are Don P. Giddens from the Georgia Institute of Technology; Randy Woodson from Purdue University; and Camilla Benbow from Vanderbilt University.

Mr. Almond also reported that the conceptual budget will be presented at the April Board of Trustees meeting.

The Presidential inauguration is scheduled for April 11, 2008 in Elliott Hall of Music. This is free and open to the public, but a ticket is required. On April 10<sup>th</sup> the celebration begins in Loeb Playhouse with a Global University Convocation moderated by Purdue alumnus Brian Lamb, C-SPAN's president and chief executive officer.

#### **IV. HUMAN RESOURCE SERVICES OFFICER REPORT**

John Beelke reported that term life insurance rates will decrease on the 1<sup>st</sup> of March. Since the life insurance market is good, Staff Benefits plans to go out for bid next fall to see if expanded options and even better pricing can be obtained.

Human Resource Services is asking CSSAC and APSAC for feedback on the parental leave policy. There will be a meeting next week and CSSAC is encouraged to participate.

The Internal Revenue Service has approved allowing employers to automatically sign up employees for retirement savings. Purdue University has met with Indiana University and IVY Tech concerning this new option. Indiana University is considering signing up all new employees at a 5% savings. The vendor IU is going with is TIAA-CREF. This automatic enrollment would allow an employer to automatically take a percentage of the employees' pay and help them start saving for retirement in a tax deferred plan. IRS has provisions that employees can opt to not participate in this retirement savings plan.

#### **ADJOURN**

Randy Luff motioned the meeting be adjourned and Alan Farrester seconded. The next regular CSSAC meeting will be Tuesday, April 8, 2008 at PRSV (Printing Services) conference room 140 with a tour from Larry Berger, Assistant Director of Production.

Respectfully submitted,  
Lisa McCloud, CSSAC Secretary